



**HUALAPAI NATION
JOB ANNOUNCEMENT
OPEN COMPETITIVE**

JOB TITLE: Shelter Supervisor
DEPARTMENT: Hualapai Human Services
CLASS: Full Time-Permanent
SALARY: DOQ
OPENING: June 1, 2018
CLOSES: Open Until Filled

POSITION SUMMARY:

Under the supervisor of the Domestic Violence Manager the shelter supervisor will oversee the Advocate Staff of three, and will provide direction to the staff to provide daily routine services for victims/families in the shelter. The Supervisor will keep a record of all calls responding to crisis calls; also will network with local agencies and nearby community to obtain services for victims/families.

ESSENTIAL FUNCTIONS:

1. Will implement daily educational awareness for victims Children and families.
2. Will develop work schedule for staff.
3. Order food and supplies for Shelter.
4. Will prepare menu for Shelter.
5. Will conduct monthly inventory of Shelter supplies and material.
6. Will instruct the staff to abide by the admission process for the shelter.
7. Will implement and follow daily schedule for victims and families.
8. Will assist the Domestic Violence Program in the delivery of workshops/training for the community.
9. Will assist the Domestic Violence Program Staff for follow-up.
10. Make referrals to other nearby shelters in best interest of victims, children and families.
11. Regular attendance is essential.
12. Victim Advocacy
13. **Other Duties As Assigned.**

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High School Diploma or General Education Diploma (GED).
2. **MUST provide LEVEL ONE Fingerprint Clearance Card.**
3. Experience and or education in Social Services preferred and must have at least three to five years working with families.
4. Previous experience working with an Indian Community.
5. Excellent communication skills, both verbal and writing.
6. A genuine desire to work with woman and children in transition.
7. Must pass local, state and national background check.
8. Ability to deal effectively with domestic violence, dating violence, stalking and sexual assault victims.
9. Must have a valid Driver's License, however, willing to work with the individual to get this within 3 months.
10. Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

HOW TO APPLY:

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on

the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

PREFERENCE:

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM
Auxiliary aids and services available upon request to individuals with disabilities